



**DEPARTMENT OF THE ARMY  
HEADQUARTERS, 293D BASE SUPPORT BATTALION, MANNHEIM  
UNIT 29901  
APO AE 09086**

REPLY TO  
ATTENTION OF

AEUSG-MA-EEO

19 August 2002

**MEMORANDUM FOR SEE DISTRIBUTION**

**SUBJECT: Battalion Policy Letter #60 – Sexual Harassment**

1. Sexual harassment is illegal and is defined by the Department of the Army as a form of sex discrimination that involves unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- a. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's job, pay, or career, or:
- b. Submission to or rejection of such conduct by a person is used as a basis for career or employment decisions affecting that person, or:
- c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment.

2. This definition emphasizes that workplace conduct, to be actionable as "abusive work environment" harassment, need not result in concrete psychological harm to the victim. But rather need only be so severe or pervasive that a reasonable person would perceive, and the victim does perceive, the work environment as hostile or offensive. ("Workplace" is an expansive term for Military members and may include conduct on or off duty, 24 hours a day.)

3. Any person in a supervisory or command position who uses or condones any form of sexual behavior to control, influence or affect the career, pay or job of a Military member or civilian employee is engaging in sexual harassment.

4. Similarly, any Military member or civilian employee who makes deliberate or repeated unwelcome verbal comments, gestures or physical contact of a sexual nature is engaging in sexual harassment.

5. Any person who is sexually harassed should report the harassment to the appropriate supervisor and/or the chain of command, the Equal Employment Opportunity Office, the Equal Opportunity Office or the Inspector General Office. Offenders will receive swift and appropriate punishment in proven cases of sexual harassment.


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6. I will not tolerate behavior that could be interpreted as sexual harassment. I expect each member of this command, and I encourage all U.S. Army organizations in the 293d Base Support Battalion Area to create and maintain an environment free of sexual harassment for our civilian employees and soldiers.

7. In addition to placing this memorandum on an official bulletin board, it is suggested that all managers and supervisors circulate this memorandum among your civilian and military subordinates and employees. Each directorate should ensure that each employee is aware of this policy.

8. A copy of this memorandum will be permanently displayed on official bulletin boards.

  
CHRISTOPHER L. MILLER  
LTC, AG  
Commanding

**DISTRIBUTION: "D"**